



DEPARTMENT OF THE ARMY
HEADQUARTERS, U.S. ARMY FIELD ARTILLERY CENTER AND FORT SILL
FORT SILL, OKLAHOMA 73503-5100

REPLY TO
ATTENTION OF:

ATZR-I

20 March 2002

MEMORANDUM FOR CIVILIANS AT FORT SILL, OK

SUBJECT: Rights of Civilian Employees to Present Complaints or Request Assistance

1. Supervisors, post this letter on your bulletin boards.
2. All civilian employees have the right to present complaints, grievances, or requests for assistance to the Inspector General.
3. Before visiting the Inspector General, you should consider whether your concerns can be addressed more quickly and simply by referring them to your immediate supervisor first or by using one of the procedures in paragraph 4.
4. Civilian Personnel Regulations prescribe procedures for civilian employees to use in submitting complaints on such personnel actions as removals, reductions-in-force, disciplinary measures, and similar actions. If you want to submit this kind of complaint, contact the Directorate of Civilian Personnel, Chief, Management-Employee Relations Branch, Mr. Hogan, Building 1721. He will give you information about the pertinent regulations and tell you the procedures to follow. However, if you are a member of a recognized bargaining unit and there is a negotiated grievance procedure, you must file your complaints concerning employment matters by following that procedure. If you want to submit a complaint about discrimination in employment because of race, color, religion, sex, age, national origin, or handicap condition, contact the Equal Opportunity Officer, Bldg 1721.
5. If you have a complaint about matters other than civilian employment, or a complaint about violations of regulations or procedures in processing complaints about personnel actions, and you feel your complaint has not been resolved by your supervisor, you may visit or call your local IG at:

NAME: INSPECTOR GENERAL

OFFICE HOURS: 0830-1600, MONDAY-FRIDAY, AND 1300-1600 ON THURSDAY

ROOM/LOCATION: ROOM 301, BLDG 462, TAYLOR HALL

ADDRESS: 462 HAMILTON ROAD, FORT SILL, OK

TELEPHONE: 442-3109/2988

*Supercedes Memo. Subject: Rights of Soldiers to Present Complaints or Request Assistance, 6 April 2000.

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6. If you believe your local Inspector General's response to you is not fair, complete, or in accordance with law and regulation; or if you believe your interests may be jeopardized by visiting your local Inspector General, you may write to Headquarters, U.S. Army Training and Doctrine Command, ATTN: ATIG, Fort Monroe, Virginia, 23651-5000. You may also call Department of the Army Inspector General (DAIG) or the Inspector General, Department of Defense (IG, DOD) hotline. Their telephone numbers are:

DAIG: 1-800-752-9747

IG, DOD: 1-800-424-9098

However, DA and DOD IG will refer your complaint or request for assistance to your local IG if you have not given your local IG a chance to aid and assist you first.

7. You may report complaints about hazardous work conditions (unsafe or unhealthy) by using procedures in chap. 3, AR 385-10.

8. Department of the Army personnel are prohibited from taking any action that restricts you from filing a complaint, seeking assistance, or cooperating with the Inspector General. They are also prohibited from taking any disciplinary or adverse action against you for filing a complaint, seeking assistance, or cooperating with the Inspector General. However, if you lie or knowingly make false accusations to the Inspector General, you are subject to disciplinary action.

FOR THE COMMANDER:

ROBERT A. CLINE
COL, FA
Chief of Staff

DISTRIBUTION:
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IG (25)